

ATTENDANCE POLICY

Rationale

Regular and consistent attendance is a key factor in educational achievement, as well as being a legal obligation on the part of parents or guardians. There is a very strong correlation between high levels of attendance and high levels of achievement.

Purpose:

The purpose of this policy is to outline guidelines the College will undertake to support regular and consistent attendance.

Policy:

The Board of Trustees, under Sections 36, 48, 49 & 242 of the Education & Training Act 2020, is required to take all reasonable steps to ensure the regular attendance of students enrolled at Rangitoto College.

All students are expected to make every effort to attend school regularly. Pastoral care/guidance/disciplinary procedures may be used where necessary to ensure this expectation is met.

Related Documents

Vulnerable Children Act 2014

Education and Training Act 2020

MoE STAR Guidelines

Attendance Management Plan

Rangitoto College Attendance Considerations

1. Attendance expectations will be clearly communicated to parents and students via enrolment documentation, available on the website and through school community communications.
2. School staff will work proactively with families and whanau to ensure regular attendance and punctuality. Where appropriate, whanau & School Support Services will be used to assist, in line with the MOEs Stepped Attendance Response (STAR).
3. Classroom teachers will keep accurate records of attendance and lateness via the Student Management System.

4. Regular school attendance is a requirement for attending selected school events, including senior balls, and for representing school premier teams and groups. This will be determined by the Senior Leadership Team of the school.
5. The College does not allow 'part-time' students. All students, including those aged 17 and above, are required to attend all classes they are timetabled for. Students are not permitted to start school late, or leave early, unless for a justified reason (this may include approval by the Principal). Students must sign in and out through school processes.
6. Robust procedures will be implemented to ensure attendance and lateness is accurately monitored and managed. This is in line with MOEs STAR guidelines and will include support such as:
 - a. Communication
 - i. Attendance expectations communicated to community
 - ii. School reports indicator
 - iii. Automated emails signalling non-attendance
 - iv. Live reporting of attendance
 - b. Tracking
 - i. Pre-enrolment understanding and transition plans where required
 - ii. Tutor teacher monitoring and referrals
 - iii. Pastoral tracking under stepped response, interventions recorded and actioned
 - iv. Support services engaged where necessary
 - v. Attendance management plans in place for identified students including removing barriers to attendance
7. Attendance procedures for students and parents, along with requests for leave must follow the guidelines as communicated to parents. A medical certificate may be requested should ongoing medical absence be affecting attendance rates.
8. The Principal will monitor and report to the Board of Trustees on attendance.